


# Patient Accounting and Reporting Real-Time Tracking System (PARRTS), Version 2.5

## Quick Reference Guide

**Level of access depends on authorization level granted on your application!**

### 1. Log on to PARRTS

Before running **PARRTS**, you must obtain a user account. Once you have an account, do the following:

1. Click  | **All Programs** | **Internet Explorer**, then type <http://www.pasba.amedd.army.mil/> in the Internet Explorer address bar. The **PASBA** public web site appears
2. Click **Login** (in the left menu). The **Note** warning window appears with **Help Desk** e-mail [PARRTS@pasba2.amedd.army.mil](mailto:PARRTS@pasba2.amedd.army.mil); click **Continue**; the **Security Alert** window appears asking you if you want to accept the security certificate. **If you have installed the “Popup blocker” on your Browser’s links bar, it will prevent you from logging on the PASBA Web site. Just press the Ctrl key while you click OK in the warning window**
3. Click **Continue**
4. Click **Yes**. Type your user name, preceded by #, and then type your password
5. Click **OK**. The **PASBA** restricted web page appears
6. Click the **PARRTS** hyperlink (Home menu) in the left-most part of the page
  - ✓ Click **PARRTS Coding** to assign **ICD-9-cm** codes
  - ✓ Click **PARRTS Data Management** to create, view, and update patient records
  - ✓ Click **PARRTS Reports** to view and print **PARRTS** reports.

### 2. Create a New Patient Record

1. Log on to the **PASBA** restricted web site; then click the **PARRTS Data Management** hyperlink
2. Click **Add new patient** (Not every one has this link, it depends on your **DMIS ID** and **Token** permission)
  - ✓ Type the **SSN**; (make sure it does not already exist) then click **Continue**, if the **SSN** already exists, a list of matches appears below; otherwise enter demographics data and click save changes to create a new patient record in the **PARRTS** database.

### 3. Create a New Episode Record

1. Search for the patient and his or her associated episode
2. Select a patient from the list, and then click the name. Add the patient if he or she is not found (see **Creating a New Patient Record**); otherwise, a list of episodes (if there are any) for the selected patient appears
3. Click the **Add New Episode** link at the top of the page.

<i>In this window...</i>	<i>Description...</i>
<b>Admission Type</b>	
<b>In and Outpatient</b>	Click to select the <b>In</b> or <b>Outpatient</b> option button to describe your patient.
<b>Operation</b>	Click to select the name of an operation (example, <b>Enduring Freedom</b> ). That operation is the umbrella for associated events. The primary <b>Event</b> for any operation is named after the operation. You can have multiple events under an operation.
<b>Event</b>	Select an <b>Operation</b> first, and then select an <b>Event</b> type. The initial event assigned to an operation is named after the operation name. In the case of a mass casualty ( <b>MASCAL</b> ), notify the <b>MEDCOM PAD</b> . The <b>MEDCOM PAD</b> adds an event code to the system.
<b>Admitting MTF</b>	Click the <b>DMIS ID</b> code button. The <b>DMIS</b> code appears in the list box, and the (Medical Treatment Facility) <b>MTF</b> label appears in the text box next to it. If the <b>DMIS</b> code and <b>MTF</b> name do not appear in the list, type your <b>DMIS</b> code in the list box.
<b>Split Unit Identifier</b>	When a hospital is deployed, it may have split physical responsibilities. Even though the hospital may have 2 or 3 different locations, it still has <b>1 DMIS</b> code. The <b>Split Unit Identifier</b> differentiates between the different sites and is determined by the facility.
<b>Pat Category</b>	
<b>Pat Category</b>	Select the category to which the patient belongs from the <b>Pat Category</b> list box.

<i>In this window...</i>	<i>Description...</i>
<b>Grade</b>	The patient's current military pay level. Select the grade from the Grade list box. For non-military personnel, leave this field blank.
<b>Co, Bde, Bn, and Div</b>	Type the <b>Company, Brigade, Battalion</b> , and or <b>Division</b> from which the patient belongs to.
<b>Unit MOS</b>	Type the name of the unit to which the patient is assigned
<b>Medical/Physical Evaluation Board</b>	Select the <b>Medical/Physical Evaluation Board</b> check box if the patient is a candidate for the <b>Medical Evaluation Board</b> or <b>Physical Evaluation Board</b> .
<b>Injury</b>	
<b>SI/VI Status</b>	You can switch on and off as the patient's treatment episode progresses and when the patient is released, it technically should be cleared. <b>SI / VSI</b> reporting is required by the <b>MEDCOM</b> .
<b>Enabling Care Amputation Cause</b>	Select to indicate whether enabling care is required by clicking the boxes that define the type of enabling care. If you select Amputee, you must select the option(s) that identify the cause of the amputation: <b>Explosion, Land Mine, Grenade, Gunshot Wound (GSW), Motor Vehicle Accident (MVA)</b> , or Other. Refer to <b>MEDCOM Regulation 40-7</b> .
<b>VIP Information</b>	
<b>VIP, VIP Title</b>	Select the <b>VIP</b> check box if the patient is considered a very important person, type the patient's title. For example, <b>Senator</b> or <b>General Officer</b> .
<b>POC Name/Phone</b>	Type the name of a point of contact.
<b>Admission/Gain</b>	
<b>Admit/ Treatment Date</b>	Type a date, or select the day of the patient's admission at the facility.
<b>Hosp Registration Number</b>	Type the hospital's registration number.
<b>Source of Admission</b>	Click to select the source of admission for this patient; for example, <b>Transfer Army MTF</b> .
<b>Conv. Leave Return Date</b>	Enter the date at which the patient is expected

<i>In this window...</i>	<i>Description...</i>
to return from <b>Convalescent Leave</b> .	
<b>Injury</b>	
<b>Injury Date</b>	Type the date at which the patient's injury occurred.
<b>Admitting Diagnosis</b>	Type the physician's diagnosis as the basis for admission (ICD-9-CM). Click the <b>ICD9</b> button to select a diagnosis from the list. You can add multiple diagnoses.
<b>External Cause of Injury</b>	Type an <b>External Cause of Injury (ECOI)</b> ; you can also click the <b>ECOI</b> button to show you a list of codes from which to select a portion of the code description. The <b>ECOI</b> feature was added to the <b>Coding Form</b> and the <b>Edit Episode Form</b> .
<b>Type Case</b>	Click to select the patient's type case from the <b>Type Case</b> list box. The options are <b>INJ – Injury, DIS – Disease, BC – Battle Casualty</b> . The default is <b>INJ – Injury</b> .
<b>Civilian Care</b>	
<b>Reason for Civilian Care</b>	Select <b>Absent/Sick</b> and/or <b>Supplemental</b> care.
<b>Civ Hosp Name</b>	Click to select the name of the civilian hospital to which the patient is transferred or moved (if applicable). Armed Forces personnel in a civilian hospital are considered absent sick from the transferring Army facility.
<b>Disposition/Transfer/Loss</b>	
<b>Disposition Date</b>	Type a date in the following format (mm/dd/yyyy) for the patient disposition date. The <b>Disposition Date</b> does not appear for outpatients.
<b>Disposition Type</b>	Select the <b>Disposition Type</b> from the list box. A description of the disposition for patient released from the facility.
<b>MTF Transferred To</b>	The medical treatment facility to which the patient is transferred or moved. Optionally, you can type the <b>DMIS ID</b> or facility name in the field or click the <b>Get DMIS</b> button to select the <b>DMIS ID</b> from a list.

<i>In this window...</i>	<i>Description...</i>
<b>Comments</b>	<b>Add New Comment</b>
Once you've entered all the required information, you can add a comment to an episode when you are editing it, or you can read comments already entered. You can type a maximum of <b>1000 char. max.</b>	

#### 4. Edit an Episode Record

1. Type information in the **Patient Search Criteria** window
2. Click to select a patient's name from the list
3. Click the hyperlinked name of the patient you just retrieved to view his or her episodes; then click the **Episode Date** for the episode you want to edit
4. Type the same information as when you are adding a New Episode.

#### Search Patient

The starting point for all your activities is the **Patient Search** window on the first page in the **Data Management Module**. This is the starting point for all activities. Here is what you can use for a patient search:

- ✓ **Social Security Number (SSN), Last Name, First Name, Register number, Operation, Event, Admitting DMIS/MTF, SUL, IP/OP.**

#### 5. Generating Reports

To view a report, click to select the type of report, such as **Multi-Function**

- ✓ Click the **Print** button at the bottom of the page to print the report
- ✓ Click the **back** button to return to the **Report** menu.

#### Multi-Functional Report

<i>In this window...</i>	<i>Description...</i>
<b>Operation</b>	See <b>Create a new Episode</b> for more information.
<b>Patient Type</b>	Select the patient type in the <b>Patient Type</b> list box. Select between inpatient, outpatient, or both.
<b>DMIS Code</b>	Click the <b>DMIS Code</b> button to select the facility. The default is all facilities.
<b>Enabling Care</b>	Select the category of <b>Enabling Care</b> or select <b>All Enabling Care Patients</b> . If you select <b>Amputee</b> , additional options appear to let you select the cause of the Amputation.

<b>VSI/SI</b>	Select as additional admission data if the patient is very seriously ill (VSI) or seriously ill (SI).
<b>DIS/INJ/BC Type Case</b>	Select the type case you want reported (disease, injury or battle casualty).
<b>VIPs</b>	Select this option to report VIPs.
<b>Deaths</b>	Select this option to report deaths.
<b>AMEDD Personnel</b>	Select this check box only for AMEDD personnel (based on MOS). <b>Admitting Diagnosis Narrative</b>
<b>Inpatient Status</b>	Select the patient category for the report. Select from All Patients, Current Patients Only, or Discharged Patients Only.
<b>Military Service</b>	Select the branch of military service you want reported from the list box.
<b>Admission Date</b>	Select the admission date for the report. This field is optional.
<b>Show Comments</b>	Select this check box to show the comments entered in the report.
<b>Order By</b>	Sort the information on the report by, let's say, admission date, and so on. Click to select how you want the information to be sorted out in your report.

#### Patient Search Report

1. Type or select the search criteria for the patient record(s) you want to report on. Optionally, you can specify:
  2. Click the green **Hx (History)** link to show the patient's history
  3. Click the green **EL** (Episode List) link to show the patient's episode
  4. Click the green **ER** (Episode Report) link to show the patient's episode report. **You can also limit the number of comments to display (per page) by entering # and clicking Redisplay to select an operator (+ -) and a number.**


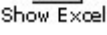
#### Comments Report

- ✓ Click to select the **Operation** list box to select an operation; for example, **Pentagon Terrorist Attack**.
- ✓ Click to select a comment or **SSN** of the **Episode Report** for that patient to show a report in ascending, or descending order.



- ✓ Click **Show Excel** to show the last 7 days of comments.

## Current Amputee Patient Report


1. Filter  the **Operation** and **Event** list boxes at the top of the report.
2. Click  **Show Excel** to show an **Excel** version of the report, and save it on your local drive. **Search by ICD9 Report.** You can search for episodes that contain a specified **ICD9 diagnosis code**. You can do a search for episodes by using a portion of the **ICD9 Code** that “**Start with**”, “**Contain**”, or “**End with**”; then click the **Find Matching Episode** button. The records that contain the **ICD9** code appear. You can print the report by clicking the **Printable View** hyperlink, or you can click the **Print** button at the bottom of the form. Click the **Exportable View hyperlink** to export the report to **Excel**; you can **then** view and print the report.

The other reports have a similar functionality.

## 6. Change Password Procedure

- ✓ Send an e-mail to change your password at:  
[PARRTS@pasba2.amedd.army.mil](mailto:PARRTS@pasba2.amedd.army.mil)

## 7. Log off Procedure

1. Click the **Logout** hyperlink in the left side of the screen.
2. Quit all your opened browsers to clear the logging information in the computer's memory. Click  in the upper right corner of the browser.